

Defense Civilian Personnel Data System (DCPDS)

NEW URL (CAC)

<https://compo.dcpds.cpms.osd.mil>

DCPDS Portal User Guide



CAC Registration

This section of the guide will assist Human Resources (HR)/My Biz/My Workplace users in registering on the Defense Civilian Personnel Data System (DCPDS) Portal as a Common Access Card (CAC) user.

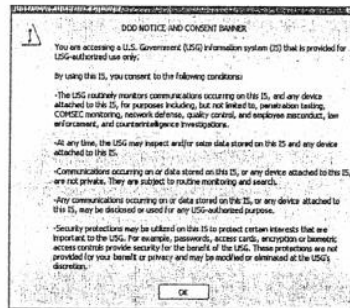
Once the registration process is complete, users will access their HR/My Biz/My Workplace applications via the DCPDS Portal.

Note: Only Components who have implemented the DCPDS Portal will be available for access.

1. Begin at the *DCPDS Portal* page: <https://compo.dcpds.cpms.osd.mil>.

Note: Ensure that your Common Access Card (CAC) is inserted into your CAC reader.

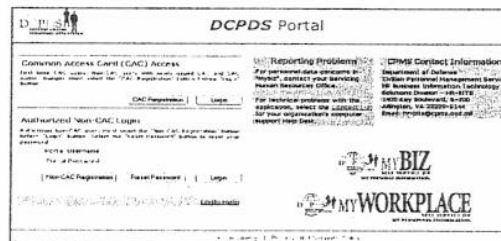
2. Review Department of Defense (DoD) Notice and Consent Banner and select the OK button to continue.



Screen 1: DoD Notice and Consent Banner

Note: After selecting OK button, the *DCPDS Portal* page displays.

3. Select the CAC Registration button in the CAC Access region.



Screen 2: DCPDS Portal Page

4. Select your non-email certificate at the *Choose a Digital Certificate* screen.

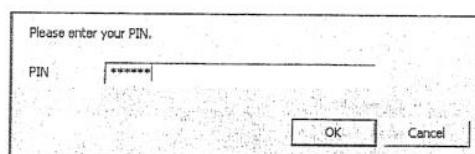
5. Select the OK button.



Screen 3: Choose a Digital Certificate

Note: Always select the non-email certificate.

6. Enter your PIN and select the OK button.



Screen 4: PIN

7. The DCPDS CAC Registration screen displays with your CAC Username. Enter the following in the CAC Registration region of the screen:
- Social Security Number (SSN)/Local National (LN) Employee ID. (Use hyphens if applicable)
 - Confirm your SSN/Local National (LN) Employee ID. (Use hyphens if applicable)

CAC Registration

Welcome Doe, John V

Enter your SSN/LN Employee ID Number, and select the "Register" button to register your CAC. Select the "Cancel" button to return to the DCPDS Portal Page.

**** Important **** Usernames and SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

* Use hyphens in the SSN/LN Employee ID Number if applicable.

SSN/LN Employee ID Number: [*****]

Confirm SSN/LN Employee ID Number: [*****]

Register Cancel

Screen 5: DCPDS CAC Registration

- c. Select the Register button. After selecting the Register button, the *Validating Your HR/My Biz/My Workplace Database Information* screen displays.

8. Enter the following in the Regions Association section of the screen:
 - a. Enter your HR/My Biz/My Workplace Username.
 - b. Confirm your HR/My Biz/My Workplace Username.

Screen 6: DCPDS Regions Association

Note: For HR users, your username will be your USERID. Include dashes and special characters as they appear in your username.

9. Select the Submit button.
 - If your username is validated on only one database, you will automatically access your HR/My Biz/My Workplace application. Select **Go To Main Page** button to continue.

Screen 7: HR/My Biz/My Workplace Application

- If your username is validated on multiple databases, the *Link Your Portal Account to Your HR/My Biz/My Workplace Applications* screen displays.
 - a. Choose and select a database using the drop-down list.
 - b. Select the Link button to automatically access the HR/My Biz/My Workplace application.

DCPDS Portal

Link Your DCPDS Portal Account to Your HR/MyBiz/MyWorkplace Application

Your Username has access to more than one HR/MyBiz/MyWorkplace database. Use the drop down list to select the appropriate HR/MyBiz/MyWorkplace database.

Note: Human Resources databases will implement the DCPDS Portal at various times. If you are unable to select your database, make another selection, until your database becomes available.

SQT11
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Link Return to Main Portal Page

Screen 8: Link Your DCPDS Portal Account to Your HR/My Biz/My Workplace Application

- If your username is not found on a database, an error message displays. Select the **Back** button and re-enter your information.

DCPDS Portal

Unable to Validate Your Information

Unable to validate information entered against any current HR/MyBiz/MyWorkplace database records and your portal account cannot be created. Select the Back button to re-enter your information. If the system is unable to validate your information, contact your Help Desk for more information.

Back Return to Main Portal Page

Screen 9: Unable to Validate Your Information

CAC User Name Change Process

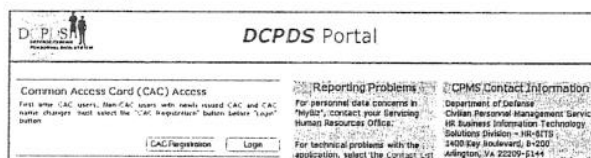
The Common Access Card (CAC) User Name Change process allows registered CAC users to re-register a CAC when a new CAC has been issued due to a name change.

1. Begin at the DCPDS Portal page: <https://compo.dcpds.cpms.osd.mil>.
2. Review the Department of Defense (DoD) Notice and Consent Banner and select the OK button to continue.



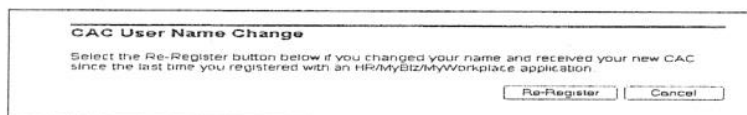
Screen 10: DoD Notice and Consent Banner

3. Select the CAC Registration button in the CAC access region. The *DCPDS CAC Registration* screen displays.



Screen 11: DCPDS Portal Page

4. Select the Re-Register button in the *CAC Username Change* region.



Screen 12: CAC Registration

5. You must enter your previous First Name and Last Name in the *CAC User Name Change* screen.

6. Select the **Submit** button.

[illegible]

Screen 13: CAC Username Change

Note: The user's previous DCPDS Portal will be changed to reflect new name. You should proceed to the *DCPDS Portal Page*, *CAC Access Region* and select **Login**.